

Virgin Islands National Guard Joint Force Headquarters VING AGR Vacancy Announcement VIRGIN ISLAND AIR NATIONAL GUARD NATIONWIDE Announcement Number: 019-05			Tour Length: 3 Years	
			Opening Date: 5 OCT 2005	Closing Date: 15 Nov 2005
FUNCTIONAL CODE: 101000	GRADE Mil Rank: (02 PROMOTABLE)-03	Unit Location: JFHQ-VING, ST. CROIX, USVI	Position: (Title, Series, Grade)	
		Selecting Official: BG EDDY L. CHARLES THE ADJUTANT GENERAL	Position/AFSC Attorney-Advisor (JAG)/51J3 PD Number: R9101000/F8801000, GS-0905 12	

This Position Is Open To Commissioned JAG Officers, or Persons eligible to become a JAG in the Virgin Islands Air National Guard

ELIGIBILITY/NOTES

Military Membership Requirements: This position is located in the HQ VI Air National Guard JFHQ-VIANG (organization/unit). Must be a U.S. citizen. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable Air Force Instruction are conditions of employment.

Brief Description of Duties and Responsibilities

DUTIES AND RESPONSIBILITIES: Responsible for the effective management and accomplishment of the day-to-day legal workload necessary to provide legal services and support to the Adjutant General, staff elements of both the Army and Air National Guard and subordinate units, as well as the United States Property and Fiscal Officer for the State and staff. Provides professional legal advice and opinions, both written and oral, on issues arising from federal laws and regulations or concerning the federal mission of the National Guard. Serves as litigation point of contact for the State. Acts as the State Adjutant General's representative in third-party proceedings under the Federal Labor-Management Relations Statute. Reviews Reports of Survey, Line of Duty determinations and similar administrative proceedings for legal sufficiency. Reviews contracts, procurement actions and real property matters involving federal funds for legal sufficiency. Upon designation by the State Adjutant General, participates in negotiations involving contracts, acquisitions, and real property matters. Prepares and presents legal training for Army and Air Guard personnel as required. Performs other professional legal and military duties as required.

Qualification Requirements
Applicants that possess the AFSC and Skill Level:

The individual must possess, or be able to obtain the highest degree of security clearance required of this position. Must have a Bachelor of Law or Juris Doctor degree in Law issued by an accredited law school. The officer must be a licensed attorney of law, admitted to practice before the Bar of the highest court of a state, territory, Puerto Rico, or the District of Columbia. The individual must meet all eligibility and assignment criteria prescribed in AFMAN36-2105, or DAP 611-21. For award of AFSC 51JX, completion of Judge Advocate Staff Officer Course or equivalent as prescribed by The Judge Advocate General is mandatory.

Conditions of Employment

- Must be medically qualified under the provisions of AFI 48-123. A Physical must have been conducted within 12 months prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV Test cannot be more than six (6) months old prior to the tour start date. Personnel Age 40 or older are required having a Risk Index calculated, if it exceeds 10,000 a stress EKG is required. Retention Physicals (Every five years) and Flight Physicals are not valid physicals for accession into the AGR Program.
- Must meet height and weight standards of and cannot be on the Weight Management Program (this does not include the probationary period after the loss of weight). IAW DoDI 1308.3, Attachment 7 & ANGI 10-248
- Must be eligible to acquire a minimum of 20 years of active duty prior to his/her mandatory separation date (MSD) for officers, age 60 for enlisted members (exceptions may be considered by ANG/DP).
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Officers must meet the entry-level AFSC qualification criteria outlined in AFMAN 36-2105, and ANGI 36-2005.
- Individuals must not be eligible for, or receiving, an immediate Federal (military or civilian) annuity.

Instructions for Applying

Interested applicants must submit the following mandatory documents (applications received without these documents will **not** be considered).

- NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- Submit a copy of your employment history using OF612 or Resume; include names of supervisor, phone numbers, dates you have held each job, position, and detail duty description. List your military experience separately from your civilian job experience.
- Copy of most current Records Review RIP, or a copy for your Army 2-1 file. May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs>
- AF Form 522, Point Summery (if applicable).
- Copies of Last 3 Performance Reports
- Copies of DD Form 214 and/or NGB Form 22 (if applicable).
- List any pertinent civilian and/or military training completed (include copies of all certificates)
- To ensure credit for education you must have official transcripts of all undergraduate, graduate, and law school courses sent to the HRO Office.
- Certificate of Admission to Bar, current legal standing
- Copy of Physical Exam, not older than 1 years & HIV Test within 6 months.

- A current copy of the Air Force, or Air National Guard Fitness Test, or Army equivalent, not older than 6 months.
- AF Form 895 & AF Form 422 or Army equivalent containing PULSHE information.
- Letter of Recommendation/Letters of References from your Commander and/or Supervisor.

COMPLETION OF APPLICATION:

Applicants must type or print in legible dark ink, SIGN AND DATE each application. Failure to sign and date these forms in ORIGINAL SIGNATURE will result in non-consideration. **Fax will not be accepted.** **Applications can be scanned and email to: CMSGT Willette F. Lewis.** Please call to make sure we receive your email applications. Applications will only be accepted if they are physically received in the Human Resource Office by **1630 hours** on the closing date of the vacancy announcement. No exceptions will be made. Any questions please call: CMSGT WILLETTE LEWIS at (340) 712-7716, EMAIL: Willette.Lewis@vi.ngb.army.mil, or MSG HOLLIS SILVEST at (340) 712-7753 or EMAIL: Hollis.Silvest@vi.ngb.army.mil

/S/OFFICIAL/S/

EDDY L. CHARLES, BG, VING
THE ADJUTANT GENERAL